

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 3 September 2025 at 5.30 p.m.

Present: J Jamieson (Chairperson)
K McIntyre
S Niven
C Taylor
R Smith
M Docherty
G Jackson
Provost G Renwick (remote)
Cllr P Marshall (remote)

In Attendance: C McKiernan, Director
S Tait, Depute Director/Head of Assets
P McCann, Head of Housing Services
C McGinley, Wbg (Item 4)

1. APOLOGIES

Apologies were received from M McIntyre & P O'Connell. Management Committee noted that A Coll & H Bremner have resigned.

2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

There were no declarations of interest or deferred items.

3. MINUTES AND MATTERS ARISING

Management Committee Meeting 6 August 2025

The minutes were proposed by J Jamieson and seconded by S Niven.

Matters Arising

C McKiernan asked Committee to note the Rule 68 declaration.

Audit Sub-Committee Meeting 30 July 2025

The minutes were proposed by S Niven and seconded by J Jamieson.

Matters Arising

There were no matters arising.

Human Resources Sub-Committee 13 August 2025

C Taylor noted that the date was wrong on the minutes. Subject to this correction, the minutes were approved by J Jamieson and seconded by R Smith.

Matters Arising

C McKiernan asked Committee to note some further staff changes. Management Committee approved recruitment within the existing staff budget.

Action List

Committee noted the contents of the Action List from 6 August 2025.

4. COMMITTEE TRAINING – THE ROLE OF INTERNAL AUDIT

C McGinley of Wbg, our current internal auditors, delivered a brief training session to members on the role, importance and value of internal audit. C McGinley then invited questions and comment. K McIntyre asked staff members present if it was a regulatory requirement to have internal audit. Staff confirmed that it was but commented that the value of internal audit went far beyond satisfying the Regulatory Standards. C Taylor & S Niven noted the benefits and assurance that internal audit had brought to the Association over the years. K McIntyre noted that internal audit can highlight best practice across the providers wider client group.

J Jamieson thanked C McGinley for his time and presentation. C McGinley left the meeting.

5. DEVELOPMENT REPORT – FAULDHEAD ROAD

S Tait presented the update on the new build development at Fauldhead and noted that the main item for discussion and decision was the Extension of Time request from the contractor.

S Tait noted that additional fencing at the terraced houses had been provided and not billed, and that he was also negotiating for further fencing at two further separate locations on the site. He advised that provision of these could be included as conditions in accepting the Extension of Time request.

Committee noted that 12 properties were occupied and rental income was online for these ahead of the scheduled contract completion date. Lastly S Tait noted that the USB sockets that had been omitted from the contract as a saving have been provided in any case. S Tait noted that we expected to take handover of the 4 cottage flats in week commencing 6 October 2025.

Provost Renwick noted that it can be difficult to hear properly online if more than one person is talking at any one time and requested that members in the room take this on board.

Provost Renwick asked for clarification as to whether the additional fencing was or could contribute to the delays. S Tait confirmed this was not the case and outlined McTaggart's description of the reasons for the delay.

Committee approved the Extension of Time request but wished McTaggart to be explicitly advised that we must take handover of the block of flats (no.24) by 31 October at the very latest.

6. DIRECTOR'S AND NOTIFIABLE EVENTS REPORT

Director's Report

C McKiernan presented the Director's Report to Committee.

6.1.1 Scottish Housing Regulator (SHR)

Notifiable Events

C McKiernan advised that the Association submitted a notifiable event to the Scottish Housing Regulator on 15 August 2025, which was closed by them on the same date.

C McKiernan and S Tait explained the details of the case and the steps taken subsequently.

6.1.2 Governance

Committee Training

C McKiernan requested that those members who have not yet completed the Health & Safety module on the Share portal do so as soon as possible. If members need support to do this, please contact Mandy or Kieran.

Committee Appraisals

C McKiernan advised that O Gaffney from Share had requested from that she attend the October meeting to provide her final report with regards to the recent Committee appraisals, given the delays in conducting all the interviews. C McKiernan advised that she would also present a draft Committee Training & Succession Plan at the same meeting. However, it was noted that some Committee recruitment would be required given the resignations intimated earlier. An advert has already been placed with EDVA.

J Jamieson noted that Committee recruitment appeared to be a challenge across the sector.

Assurance

Committee noted the content of the recently published SHR thematic review on assurance statements and their preparation, and would bear this in mind when considering the Assurance Statement that they will approve and submit by 31 October 2025

6.2.0 Health & Safety

C McKiernan provided an update on staff training in relation to Health and Safety.

6.3.0 Cyber Security

The Association successfully retained its Cyber Essentials Plus Accreditation in August. Committee noted that this is an additional level of assurance in mitigating the risk of cyber fraud and crime, and the security of tenant data. Committee asked that their thanks to M Cameron, our Senior Systems & Innovation Officer, be recorded and passed on.

6.4.0 Strategic Planning

Members noted that the strategic planning day for Committee and Management Team members on 29 August had gone well and been very productive. C McKiernan advised that the report on the day would be made available to them as soon as possible.

6.5.0 SHN Performance Analysis Visit.

Members noted the date and time for this. C Taylor confirmed that she wished to attend, K McIntyre will attend remotely if this can be an option.

C McKiernan noted that her initial analysis of all the ARC data published in the last few days showed that;

- We are the second best performing landlord in Scotland in terms of emergency repairs response times
- We are the fourth best performing landlord in Scotland in terms of non-emergency repairs response times

In many other measures we are ahead of the Scottish average. Obviously, there is always room for improvement against many of the indicators.

6.6.0 Policy Sub Committee

It was agreed that a Policy Sub-Committee meeting will be scheduled for Wednesday 12 November at 6.00 p.m., following the HR Sub Committee at 5.30 p.m.

6.7.0 Audit Sub-Committee

It was agreed that the next meeting of the Audit Sub-Committee will take place on Tuesday 14 October at 5.30 p.m.

7. Request to Enforce Decrees for Eviction

7.1 It was agreed that we would move to enforce decree in this case. The tenant will continue to be advised to seek independent legal advice, and it was noted that a Minute of Recall was a possibility in this case.

7.2 P McCann advised that there had been a substantial payment made since the papers were issued. It was agreed that we would not enforce decree in this case. However, Committee noted the long history of non-payment in this case

and significant court costs, and that this case may be brought back to Committee at some stage.

- 7.3 It was agreed that we would move to enforce decree in this case. It was noted that the tenant has not been resident in this property for some time.

8. Policy Review – Allocations - Update

P McCann presented a brief report with an update to the Allocations Policy which was approved last month, to include an additional section on roles and responsibilities. Within this section, J Jamieson suggested that the word “auditing” be replaced with the word “reviewing”, this was agreed. The addition of this Section on page 5 of the policy was approved.

9. A.O.C.B.

There was a brief discussion around acquisitions and the costs and benefits, financial and otherwise, of these to the Association. It was agreed that this was a topic that should be considered in more detail at the time of preparing the 26/27 budget. It was hoped that a more generous funding package may be available following the Scottish Government headline announcements made on 2 September 2025.

10. Date of next meeting

Wednesday 1 October 2025 at 5.30 p.m.

Minutes prepared by C McKiernan, Director

Date: 9 September 2025

Chairperson’s Signature:

Copies of the above reports are available on request.